



Principal Planner

Department: Planning

Class Code: 6414

EEO Code: 22

FLSA: E

Effective: 01/06/1993

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in acting as project manager for multiple community-scale plans and smaller, specialized studies that involve a high degree of public involvement and inter-departmental coordination; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Prepares and oversees the review and revision of the County's comprehensive plan including components for land use, transportation, public facilities and urban design; acts as project manager and team leader for preparation of community scale plans and special project studies; gathers, interprets and prepares data for studies, reports and recommendations; designs and implements citizen participation activities; coordinates department activities with other departments and agencies as needed; provides technical and professional advice; works with and makes presentations to supervisors, boards, commissions, civic groups and the general public; determines work procedures, prepares work schedules and expedites workflow; prepares a variety of studies, reports and related information for decision-making purposes; prepares and writes grant applications; coordinates and manages planning consultant contracts; assists Development Review in evaluation of development proposals including rezoning, conditional uses, site plans, and subdivisions and determine whether land use requests are in conformance with County plans and policies; supervises work team members on specific projects; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of zoning laws and comprehensive plans including their formation, process of adoption and enforcement; of planning programs and processes; of personal computers.

Considerable skill in effective oral and written communication; in working with the public; in leading and supervising work teams. Ability to perform field work including walking through rough or undeveloped sites; ability to climb stairs as needed.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a master's degree in planning, public administration or related field and three years of experience in municipal planning; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Driver's License

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.